

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

TO: Mayor and Councilmembers

FROM/PHONE: Kristi Caravella, Human Resources Management (954) 797-2099

PREPARED BY: Kristi Caravella

SUBJECT: Resolution establishing and modifying job classification specifications

AFFECTED DISTRICT: Townwide

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: POLICE PROGRAMS SPECIALIST POSITION
A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING THE ESTABLISHMENT OF A JOB CLASSIFICATION TITLE, JOB CLASSIFICATION SPECIFICATION, AND SALARY RANGE FOR THE JOB CLASSIFICATION OF POLICE PROGRAMS SPECIALIST; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF: The subject item has been placed under the consent agenda. The specified job classification is a new position to be added to the Town of Davie job specification compensation plan. The adoption of this resolution will enact and formally establish title, specification/description, and salary range for the indicated job classification; and will establish an effective date which coincides with the approval of this resolution. This job classification effectively consolidates two vacant positions in the Police Department, centralizes the grant process within the Department to one position, and helps to meet the planning and research needs of the Department. The addition of this position resulting in the elimination of two other Police Department positions will produce a budget savings.

The adoption of this resolution is necessary since pursuant to Personnel Rules and Regulations of the Town of Davie, Rule III, Section 7 and Rule IV, Section 2, new or revised job classification specifications and salary range adjustments will be submitted to the Town Council for approval.

The establishment of job classification titles and job classification specifications/descriptions is also necessary in order to accurately reflect the general statement of the job classification as well as specific duties and responsibilities, essential job functions, minimum requirements, and performance indicators for the specified job

classification. The establishment of an associated salary range is necessary in order to appropriately compensate individuals employed in this job classification when competitive market conditions and internal equity issues are taken into consideration.

The following includes some of the factors considered during the analyses for the development and establishment of the job classification title, job classification specification, and salary range: 1) Job tasks (qualitatively/quantitatively); 2) Task significance, variability, and difficulty; 3) Knowledge/skill variety; 4) Level of autonomy; 5) Interaction (co-worker, supervisory); 6) Span of control; 7) Work unit size; 8) Size of organization.

PREVIOUS ACTIONS: None

CONCURRENCES: Not Applicable

FISCAL IMPACT: No

Has request been budgeted? No

If yes, expected cost:

Account Name:

If no, amount needed: \$

What account will funds be appropriated from:

Additional Comments:

RECOMMENDATION(S): Staff recommends approval of the Resolution.

Attachment(s):

- Resolution
- Exhibit A

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE,
FLORIDA AUTHORIZING THE ESTABLISHMENT
OF A JOB CLASSIFICATION TITLE, JOB
CLASSIFICATION SPECIFICATION, AND SALARY
RANGE FOR THE JOB CLASSIFICATION OF
POLICE PROGRAMS SPECIALIST; PROVIDING FOR
SEVERABILITY; AND PROVIDING AN EFFECTIVE
DATE.

WHEREAS, the job classification title, job classification specification, and salary range of a job classification of a position must be added to the classification and compensation plan during the Fiscal Year 2008 Budget.

WHEREAS, it is recommended that the classification and compensation plan be amended to enact and formally establish the job classification title, job classification specification, and salary range for newly approved positions; and

WHEREAS, it is in the best interest of the Town to enact said amendment to the classification and compensation plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby authorize the amendment of the Town of Davie classification and compensation plan effective on adoption of this Resolution by authorizing the Police Programs Specialist job classification title and job classification specification herein incorporated as Exhibits A at Salary Range 622, \$55,995 to \$75,038, annually.

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of the Resolution.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2008

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS __ DAY OF _____, 2008

CLASS SPECIFICATION

POLICE PROGRAMS SPECIALIST

GENERAL STATEMENT OF JOB

Under the supervision of the Police Chief, employee performs professional, technical, and promotional work assisting in the research and acquisition of law enforcement grants, general research and police accreditation management. Work includes client contact, administering law enforcement grants and monitoring/reporting of the various grant functions, including compliance, and activities.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assist the Chief of Police in the preparation of law enforcement grant applications, prepare required grant reports, and monitor grant-funded programs and activities as specified by the Federal and State grant regulations and guidelines.

Coordinate citizen participation process with the Town's adopted Citizen Participation Plan, coordinate workshops and meetings on grant programs, and provide meeting minutes and follow-up.

Provide technical assistance and training for non-profit organizations for law enforcement initiatives, and monitor sub-recipient grant agreements.

Provide counseling and referrals to Davie residents interested in State and Federal funded programs.

Research demographic information, prepare studies, and provide information necessary to update the Town's police accreditation management process.

Undertake research and prepare recommendations related to law enforcement trends for accreditation management and law enforcement grants.

Assist in conducting and preparing special reports and studies including inputting and maintaining data for annual reports.

Perform other related work as required by the Chief of Police.

MINIMUM TRAINING AND EXPERIENCE

Bachelors Degree in Public Administration, Planning, Business Administration or a closely related field; three (3) years experience in law enforcement work, including grant writing; implementation of Federal and/or State Grant-funded programs; or any equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possession of valid Florida Driver's license with good driving record.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB DUTIES

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be physically able to operate motor vehicles. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work, and the worker sit most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants, and/or program participants.

Language Ability: Requires the ability to read a variety of correspondence, reports, records, purchase orders, forms, etc. Requires the ability to prepare a variety of correspondence, reports, budgets, surveys, personnel forms, news releases, etc. using

prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, legal and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, control knobs, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities.”

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimum supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified, both technically and philosophically, to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment, efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding department and Town functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.